

Transcript Evaluation Policy

Students looking to obtain transfer credit must submit an official copy of their college transcripts to the Admissions Office. Coursework previously completed at another institution or through the Prior Learning Assessment process will be evaluated relative to its equivalency to Johnson College courses and to the specific major. The appropriate Department Chairperson and the Registrar will make final decisions on acceptance of such coursework. Students who wish to transfer courses must follow the procedures below:

- Complete the steps listed under Application Requirements
- Have official transcripts from all previous coursework sent directly to the Admissions Office. Course descriptions, course syllabus or a catalog may be required.

A copy of the evaluation will be provided to the student by mail within 10 business days. The College accepts a maximum of 30 credits from another institution. Of the remaining credits required for graduation, a minimum of 35 must be completed at Johnson College. Only courses completed with a grade of “C” or higher will be considered for transfer credit. (Radiologic Technology courses will be evaluated on a case-by-case basis and will require a grade of “C+” or higher. Credit requested under PLA format may require an equivalent grade of “B” or higher.)

Transfer credit will appear on the student’s transcript but only credits from Johnson College will be used in computing the student’s Grade Point Average (GPA) and eligibility for academic honors. **It is the responsibility of the student to ensure that all courses have been evaluated prior to registration to avoid duplication of courses.**

Coursework completed within the past ten years will be evaluated according to current standards. Coursework completed more than ten years ago will be evaluated on a case-by-case basis by the Chief Academic Officer, Registrar and the appropriate Department Chairperson. Once enrolled at Johnson College, students may transfer no more than six additional credits, without receiving prior approval, based upon a demonstrated hardship, from the Registrar’s Office. Enrolled students must also receive approval for Off-Campus study.

Accepted students wishing to receive transfer credit must submit their official college transcript no later than August 1st, otherwise, there will be significant delays in processing.

Transfer Equivalency Guide

Johnson College will update the Transfer Equivalency Guide on the college’s website for all prospective transfer students in January and June of each year to ensure all transferrable course work is up to date and accurate.

Approval for Off-Campus Study

Johnson College will accept credits from other institutions for courses taken by a current student provided the student receives approval from the appropriate Department Chairperson prior to registering for the course and completes the necessary paperwork. The student also

must provide the Johnson College Registrar with an official transcript verifying a grade of “C” or higher upon completion of the course. **It is the responsibility of the student to ensure that these transcripts are forwarded to the Registrar.** Approval forms may be obtained through the Registrar’s Office or under the “Forms – Approval for Off-Campus Study” option on the Registrar’s webpage.